

## Self Service Time and Attendance (SSTA): Approving Time for Time Collection Device (TCD) Users

### Important Reminders

- Punches from a TCD will populate the SSTA punch timesheet.
- Review the punch timesheet navigation online learning and job aid before you approve and/or edit an employee's timesheet to familiarize yourself with the layout of the punch timesheet.
- As an approver, you have the ability to review, edit and approve punch times on an employee's timesheet.
- Employees cannot edit their own punches. As an approver, you must edit their punches on the employee's behalf.
- Employees cannot perform prior pay period adjustments. As an approver, you must perform and approve prior pay period adjustments on the employee's behalf.
- Approvers may record leave, regular time, or other time reporting codes on behalf of their employees.
- SSTA calculates shift differential and weekend differential automatically based upon an employee's reported **IN** and **OUT** times.
- If you need assistance with the time approval process, please contact the MassHR Employee Service Center (for ESC user agencies only).
- If you work in a non-ESC supported agency, please direct your questions to your Human Resources/Payroll department.
- Please be sure to review your agency's policies and procedures regarding time approval. Questions about specific agency policies should be directed to your Human Resources/Payroll department.

Step	Action
1.	On the SSTA home page, click the <b>MANAGER SELF SERVICE</b> link.
2.	<p>On the Manager Self Service page, click the <b>TIMESHEET</b> link.</p> <p>On the top of the page is the Employee Selection Criteria table which is populated with your <b>GROUP ID</b> and <b>DEPARTMENT ID</b>.</p> <p><b>Note:</b> If you are a delegate time approver, please review the Time Approval Delegation job aid for detailed instructions on how to review and approve time for employees that have been delegated to you.</p>

Step	Action
3.	To review and approve time for your direct reports, click on the <b>GET EMPLOYEES</b> button. SSTA will return a list of employees that report to you based on search criteria contained in the Employee Selection Criteria table.
4.	Click on the appropriate employee name in the <b>NAME</b> column.  <b>Note:</b> If you click on the first name in the <b>NAME</b> column you will have the ability to review and approve timesheets for your employees without having to go back to the Employee Search Criteria table by click the <b>NEXT EMPLOYEE</b> link on the top portion of the employee's timesheet.
5.	<p>The employee's punch timesheet will display. As a time approver, you will need to:</p> <p><b>a.</b> Click on the <b>SUBMIT</b> button prior to reviewing the employee's timesheet. By clicking the <b>SUBMIT</b> button, you will apply all the shift differential and weekend differential rules for time reported.</p> <p><b>b.</b> Review the punches in the <b>IN</b>, <b>MEAL OUT</b>, <b>MEAL IN</b>, and <b>OUT</b> columns and the employee's total reported hours vs. scheduled hours. As an approver, you also have the ability to determine which TCD machine the employee used to record their time by reviewing the <b>TIME COLLECTION DEVICE ID</b> column.</p> <p><b>c.</b> You can adjust time as necessary and click on the <b>SUBMIT</b> button to report time on behalf of the employee. Shift differential and weekend differential will be calculated automatically by SSTA based on the employee's <b>IN</b> and <b>OUT</b> times.</p> <p><b>d.</b> You may notice an exception warning message if an employee misses their meal punches. If this occurs, you will need to fix the meal punch on behalf of the employee. Exception warnings are denoted with graphic of a clock and a red explanation point.</p> <p><b>e.</b> Review the employee's leave balance table. The TCD will allow the employee to report more time than they have access to. If a negative value appears in the leave balance table, you will need to adjust the employee's reported leave. It is suggested that you should communicate with the employee prior to performing the change. If you have questions about the policy ramifications of using more leave than is available, please contact your agency Human Resources/Payroll office for further guidance.</p> <p><b>f.</b> If needed you have the ability to report regular (work) time; leave; overtime, comp time; and when needed, standby pay to an employee's timesheet. To report different time reporting codes (TRCs) for an employee, edit their timesheet just like you would report leave on your own timesheet.</p> <p><b>g.</b> After you have reviewed and made edits (if applicable) to the employee's timesheet, click on the <b>SUBMIT</b> button again.</p>

Step	Action
6.	Locate the <b>SELECT</b> column on the timesheet. Click in the check box for each row you wish to approve.
7.	After you selected the rows you wish to approve, click the <b>APPROVE SELECTED</b> button.
8.	An approve confirmation message will appear. Review this message carefully. Click <b>OK</b> to approve the employee's reported time, or click <b>CANCEL</b> to return to the employee's timesheet. By clicking <b>OK</b> you have electronically signed your employee's timesheet. After you click <b>OK</b> , the Approve Confirmation page appears, which informs you the approval was successful
9.	On the Approve Confirmation page, click <b>OK</b> to return to the employee's timesheet. By clicking on OK you have electronically signed your employee's timesheet.
10.	Click on the <b>SIGN OUT</b> link to log out of SSTA.
11.	<p>If you have questions about approving time please contact the MassHR Employee Service Center (for ESC user agencies) or your agency Human Resources/Payroll Department for (non-ESC user agencies).</p> <p>Specific time approval policies or business practice questions should be directed to your agency's Human Resources/Payroll department for guidance.</p>